

# Notes for Part 20 defendant on replying to the Part 20 claim form (Circuit Commercial Court)

Please read these notes carefully - they will help you decide what to do about this claim  
Further information may be obtained from the **Circuit Commercial Court Guide**

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You must reply to this claim form within \*(14 days)( ) of the date it was served on you. If the claim was

- sent by post, the date of service is taken as the second day after posting (see post mark);
- delivered or left at your address, the date of service will be the day after it was delivered;
- handed to you personally, the \*(14 days)( ) begins on the day it was given to you.

If you do not reply, the claimant may ask the court to enter judgment against you.

You may either

- admit all or part of the claim; or
- dispute the claim.

## Address where notices can be sent

- In the acknowledgment of service you must give an address to which notices and document relating to this claim must be sent.
- The address you give must be either the business address of your solicitor or your own residential or business address within the UK.
- If you fail to provide an address for service within the United Kingdom, your acknowledgment of service may be struck out and judgment may be entered against you.

## Admitting all or part of the claim

If you admit the claim, send a written admission to the court with the acknowledgment of service.

## Disputing the jurisdiction

If you wish to dispute the court's jurisdiction to try the claim you must:

- complete the acknowledgment of service form and send it to the court within \*(14 days) ( ); and
- make any application to contest the court's jurisdiction as soon as possible and in any event within 28 days after filing your acknowledgment of service.

## Disputing the claim

If you wish to dispute the claim you must:

- file an acknowledgment of service within \*(14 days) ( ); and
- serve a defence within the period stated in the acknowledgment of service.

*\*Claimant should alter as appropriate if the claim form is to be served out of the jurisdiction together with the particulars of claim - see CPR rule 6.30*